Reset and Remove

In the Subtotals dialog, use the **Reset** button to undo any changes made on the current tab. Use the **Remove** button to remove any subtotals that have already been created using the Subtotals tool. Use these features with care, as no confirmation dialogs will be displayed.

Using scenarios

Scenarios are saved, named cell ranges that you can use to answer "what-if" questions about your data. You can create multiple scenarios for the same calculation set, then quickly swap between them to view the outcomes of each. This feature is useful if you need to test the effects of different conditions on your calculations, but do not want to deal with repetitive manual data entry. For example, if you wanted to test different interest rates for an investment, you could create scenarios for each rate, then switch between them to find out which rates work the best for you.

Creating scenarios

To create a new scenario:

1) Select the cells that contain the values that will change between scenarios. To select multiple ranges, hold down the *Ctrl* key as you click. You must select at least two cells.

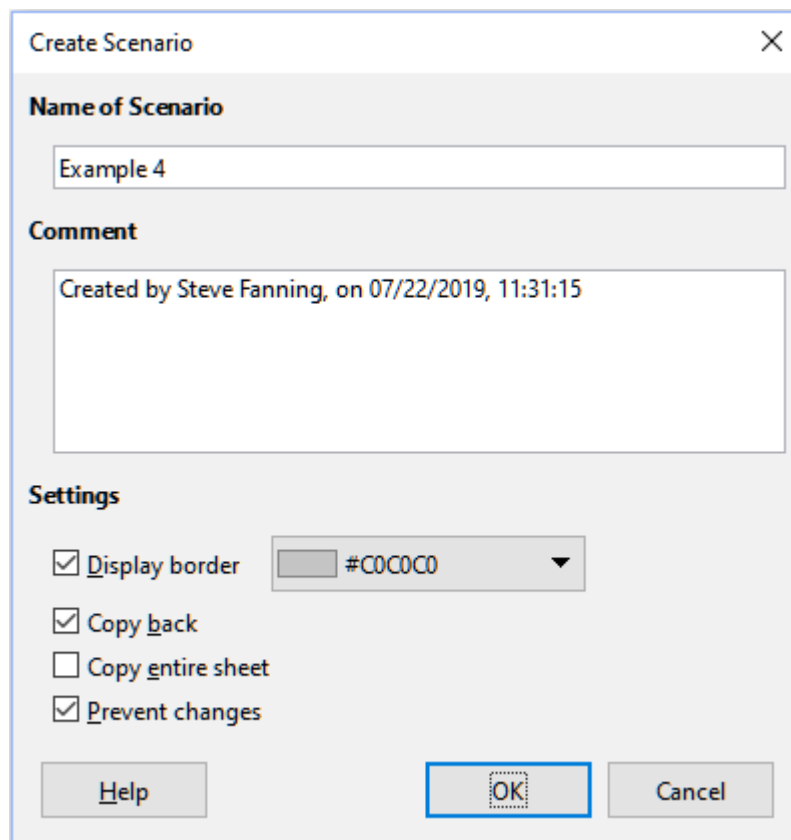2) Choose **Tools > Scenarios** on the Menu bar to open the Create Scenario dialog (Figure 310).

Figure 310: Create Scenario dialog

3) Enter a name for the new scenario in the *Name of Scenario* field.